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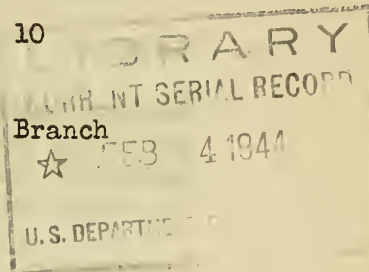
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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

January 22, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 10



To: All Divisions and Sections, Special Commodities Branch
From: H. C. Albin, Chief, Special Commodities Branch
Subject: Data and Reports

The Director and other Branches and Divisions have requested certain reports to be prepared periodically by the Special Commodities Branch. It shall be the responsibility of the Analysis and Reports Section of the Program Development Division to prepare these reports. There is set out below the procedure to govern the preparation of each of these reports.

1. Monthly Report on Purchases

a. Purpose

Administrator's Memorandum No. 2, Supplement S, requests each Branch to submit a monthly report on purchases, Form SCB-13, copy of which is attached hereto. The purpose of the report is to provide the Marketing Reports Division with a summary of all purchases during the preceding month, showing for each commodity the quantity, f.o.b. cost for the month and cumulative figures of the program since March, 1941.

b. Preparation

The Analysis and Reports Section shall prepare this report on the 2nd of each month, and shall obtain the data therefor from the Commodity Purchase Record sheet, SCB 4, in the Commodity Books maintained by each Commodity Division. This report shall be prepared in an original and one copy to be distributed as follows:

- (1) Original to Marketing Reports Division
- (2) Copy to Analysis and Reports Section

c. General

It is suggested that the Record Sheet maintained in the Commodity Book be ruled off after the entry of the last purchase made in any calendar month and that a monthly purchase total as well as a cumulative purchase total be brought down for both quantity and commodity cost.

2. Monthly Recapitulation on Abstracts

a. Purpose

Transportation and Warehousing Branch requires a report providing them with a summary of quantities of commodities purchased during the preceding calendar month, together with the first and last abstract numbers issued therefor.

b. Preparation

The Analysis and Reports Section shall prepare this report on the second of each month, and shall obtain the data therefor from the abstract of purchases. This report shall be prepared in an original and one copy to be distributed as follows:

- (1) Original to Transportation and Warehousing Branch
- (2) Copy to Analysis and Reports Section

c. General

Since the Analysis and Reports Section of the Special Commodities Branch receives all abstracts from all Commodity Divisions within the Branch, this report should be prepared in the Analysis and Reports Section directly from the abstracts of purchases. The figures secured in this manner should then be checked against those taken from the Commodity Books to be reported on the "Monthly Report on Purchases."

3. Monthly Commodity Review Table

Administrator's Memorandum No. 2, Supplement S, requires each Branch to submit a Monthly Commodity Review Table.

a. Purpose

The purpose of this report is to provide a long term and short term forward purchase plan for each commodity, based on

- (1) Monthly Summary of Clearances, Requirements and Requisitions
- (2) Forward Purchase Program

It should be noted that Report No. 5, Administrator's Memorandum No. 2, Supplement S, is hereinafter referred to as Review Table No. 2.

b. Preparation

The Analysis and Reports Section shall prepare this report on the 16th of each month and shall obtain the data therefor from

record sheets SCB-4-5-6-12, in the Commodity Books maintained by each Commodity Division. This report shall be prepared in an original and copies which shall be distributed as follows:

Mr. Hendrickson	Mr. Albin
Mr. Kitchen	Mr. Davis
Major Olmstead	Mr. Delafield
Dr. Gold	Mr. Hopkinson
Mr. Crow	Mr. Brechensner

c. General

Monthly Summary of Clearances, Requirements and Requisitions

(1) Clearances:

On November 23, 1942 the Records, Co-ordination and Analysis Unit of the Transportation and Warehousing Branch issued a report on Clearances on a cumulative basis. (Report No. 1, Administrator's Memorandum No. 2, Supplement S). The clearance item shown on this report shall be entered in the column headed "Delivered" on the Commodity Sheet Availability in the Commodity Book (SCB-6) immediately below the last recorded purchase item during the month to be reported, and the record sheet is to be ruled off at this point. This cumulative clearance total will then be reported on Review Table No. 2.

Separate sheets for clearances will be necessary for each agency of use in order to record the monthly clearances to each. It is suggested that the "delivered" column on the record sheet on which all purchases are posted be used as a control for clearances to all agencies of use, and that this control column be checked monthly against the supporting sheets.

Attention is called to the fact that whereas both the record sheet in the Commodity Division and Review Table No. 2 will continue to be reported on a cumulative basis, Report No. 1 issued by Transportation and Warehousing, will henceforth be issued on a monthly clearance basis for each commodity. This will necessitate adding these monthly totals received on Report No. 1 to the previously reported cumulative for each commodity in order to arrive at a new cumulative clearance figure for each succeeding month. This latter cumulative to be reported on our Review Table No. 2.

(2) Requirements:

These are secured from monthly reports supplied to the Special Commodities Branch by the Program Liaison Division. It will be noted that supplemental information revising requirements from time to time is to be received. This supplemental information is to be noted on the Requirement Sheets, SCB-5 (Requirements) in the Commodity Book for the commodity in order that our position may be available at all times. This data as reflected in the records of the appropriate Commodity Division, shall be corrected to the totals as reported by the office furnishing requirements in each succeeding report from that office. A control sheet for each commodity, supported by separate sheets for each agency of use, will be necessary in order that the position in respect to total requirements and requirements for each agency of use be available at all times.

(3) Requisitions:

This figure is based on the total reported by the Program Liaison Division, and supplemental entries will be made on the Requisition Sheet SCB-12 in the Commodity Book in the appropriate commodity division as additional requisitions are received. Upon notice of issuance of an "advance" copy of a requisition, entry is to be made on the Commodity Book Record Sheet. Upon receipt of the "action" copy of said requisition, the quantity shall be cleared from the "advance" column and entered in the "action" column. In this way the cumulative total of the "action" column plus any uncleared items in the "advance" column will equal the cumulative requisitions. A control sheet for each commodity supported by separate sheets for each agency of use will be necessary in order that the position in respect to total requisitions and requisitions for each agency of use be available at all times. The report submitted by the office furnishing requirements covers only requisitions on which "action" copies have been issued, so that records must be maintained showing requisitions on which only "advance" copies have been received in order that a cumulative total of both types may be available.

In preparing Review Table No. 2, the cumulative clearances should be less than or equal to the cumulative "action" copies of requisitions received. In this case there will be either a zero or a debit balance in the "action" column. If, however, the cumulative clearances exceed the total of "action" copies, then the total of clearances plus the known "advance" copies of requisitions will exceed the cumulative requisitions figure. This will mean that "action" copies of requisitions are missing or that deliveries are being made against "advance" copies of requisitions. This should be noted on the report and referred to the Commodity Division for disposition.

"Shipping Reserve" and "Contingency Reserve" are items covering our stockpiling operations over and above the quantities necessary for foreseeable requirements.

Forward Purchase Program

1. It will be noted that the first item to be reported in this section--"Total Requirements and Reserves"--is merely a resume of the material compiled in the upper section of this form.
2. The second item to be reported--"Uncleared Net Purchases"--is to be offset against the above first item. This second item will be picked up from "Monthly Report on Requirements and Availability"-- (Report No. 2, Administrator's Memo. No. 2, Supplement S), issued by the Transportation and Warehousing Branch.
3. The Commodity Division responsible for any given program shall supply the Analysis and Reports Section of the Program Development Division with the necessary data as to the intended period of recommended additional purchases. Due to seasonal or irregular demand for or procurement of the various commodities--information which must come from the Commodity Divisions--the Analysis and Reports Section must look to the Commodity Divisions for this data.

Attachment



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MONTHLY REPORT OF PURCHASES

Special Commodities Branch

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